



Year-End Close – Reminders of Upcoming Deadlines

As a reminder, in preparation for the close of the Fiscal Year 2022, the Financial Affairs division has prepared an FY22 year-end memo and corresponding calendars that highlight important processes and deadlines between now and August 2022.

The memo and calendars can be found on the Financial Affairs website:

<http://www.uwyo.edu/administration/financial-affairs/year-end-information.html>

A few upcoming deadlines to be aware of include:

Due Date	Items Due
Monday, June 13 th	IDTs initiated by the revenue department through May 2022
Wednesday, June 15 th	Budget transfers in FY21 due to the Budget Office
	PO invoices must be emailed to accounts-payable@uwyo.edu
Thursday, June 16 th	Expense reports and non-PO invoices must be approved and received in Payment Services worklist
	P-card transactions originating prior to June 1 must be reconciled and the expense report approved and received in the Payment Services worklist
Friday, June 17 th	Expenditure / Receipt Corrections originating in June 2022

Monday, June 20 th	FINAL deadline for IDTs initiated by the revenue department to be included in fiscal year 2022 books
	Requisitions and PO change orders in the buyer's worklist by this date will be processed in FY22
	Inform Asset Management of all fabricated equipment that will be fully constructed and in service by June 30th. Provide department, building, location, and employee name
Friday, June 24 th	Last Payment Services Check / ACH cycle in FY22
	Departmental deposits that do not use an X code will need to be deposited by 2:00 pm to ensure being included in fiscal year 2022
Tuesday, June 28 th	Deposits to Cashier's Office that use an X code due to ensure inclusion in FY22
Thursday, June 30 th	Payroll costing corrections for salaries paid in May 2022 are due, with all approvals, to the Payroll Office
	For Requisition/PO amounts to be applied to the FY22 budget: <ul style="list-style-type: none"> • Goods must be physically received by departments by June 30, 2022 • Services must be fully completed by suppliers by June 30, 2022
Friday, July 15 th	Payroll Costing corrections for salaries paid in June 2022 are due, with all approvals, to the Payroll Office

If you have any specific questions after reviewing the year-end documents, please do not hesitate to contact the relevant department:

- All Financial Affairs contact information can be found here: <http://www.uwyo.edu/administration/financial-affairs/contact-us.html>
- Payroll contact information is on the HR website: <http://www.uwyo.edu/hr/payroll/>

Contact Information

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